



# National Practitioner Data Bank Healthcare Integrity and Protection Data Bank

P.O. Box 10832, Chantilly, Virginia 20153-0832 • [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)



## FACT SHEET ON REGISTRATION RENEWAL

In October 2005, the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank (NPDB-HIPDB) will begin a phased process to renew registration for every entity and agent that registered with the NPDB-HIPDB prior to July 1, 2005.

### Reason for Registration Renewal

To maintain the integrity and confidentiality of the information in the NPDB-HIPDB, it is essential that the NPDB-HIPDB periodically request that all registered entities review the statutory authorities for the NPDB and the HIPDB, certify their authority to participate, and complete the registration information.

### Registration Renewal Process

The mandatory registration renewal process will be implemented electronically via the Integrated Querying and Reporting Service (IQRS) located at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov). Registration renewal will be phased-in over a period of eight months, with groups of entities scheduled to complete their registration renewal during a specific month. Each entity will be notified with detailed instructions 30 days prior to the registration renewal date, and will have 30 calendar days to complete the renewal process.

### Important Things to Remember

When renewing your registration, please be sure to review and verify all the information about your entity, including points of contact and your entity's name and current mailing address. You may wish to review the statutory authorities with your legal counsel prior to completing the *Registration Renewal* form. The NPDB-HIPDB stresses the importance of reviewing the legal definitions of an eligible entity and your entity's eligibility to participate based on these legal requirements. Please note that any existing information regarding entity-agent relationships, user accounts, credit cards and Electronic Funds Transfer (EFT) accounts will not be affected by your registration renewal.

### Steps to Renew Your Registration

To renew your registration, your entity's administrator must do the following:

1. Log in to the Integrated Querying and Reporting Service (IQRS), located at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov).

2. On the *Registration Confirmation* screen, review the Renewal Notice and click **Renew Registration** to proceed.
3. Complete the on-line *Renew Entity Registration* form, including the Certification information, and click **Submit to Data Bank(s)**.
4. Review the instructions on the *Renew Registration Status* screen and click **Continue**.
5. Print, sign, and mail the *Registration Renewal* form to the Data Banks for processing. Send the signed *Registration Renewal* form as soon as possible to ensure uninterrupted use of the Data Banks' services.

You will receive Data Bank Correspondence once the Data Banks have successfully processed your *Registration Renewal* form. Your entity's administrator may access Data Bank Correspondence from the *Administrator Options* screen in the IQRS.

**Note:** After your organization submits the renewal information to the Data Banks, you may resume normal use of the IQRS, the Querying and Reporting XML Service (QRXS), and the Interface Control Document (ICD) Transfer Program (ITP).

If your entity does not renew its registration within the specified time, your Data Bank Identification number (DBID) will be deactivated and you will not be able to conduct Data Bank transactions until you have renewed your registration.

### NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov). If you need assistance, contact the NPDB-HIPDB Customer Service Center by e-mail at [npdb-hipdb@sra.com](mailto:npdb-hipdb@sra.com) or by phone at 1-800-767-6732 (TDD 703-802-9395). Information Specialists are available to speak with you weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The NPDB-HIPDB Customer Service Center is closed on all Federal holidays.